

4.00/000.00 OFFICE ORGANIZATION AND RANK STRUCTURE

4.00/000.05 CHART OF ORGANIZATION

1. There is an established chart of organization in the Sheriff's Office, indicating the span of control and delineating the chain of command within the Office. All orders, instructions, reports, and communications shall adhere to the routine channels as indicated on said chart except in cases of emergency. The composition of the Office is as follows:

4.01/000.00 OFFICE STRUCTURE

4.01/000.05 OFFICE

The Snohomish County Sheriff's Office in its entirety.

4.01/000.10 BUREAU

1. Office-wide functions that are similar in nature or related in purpose, process, or clientele are grouped together and designated as a Bureau. The Sheriff's Office is comprised of the Bureau of Field Operations, the Bureau of Support Services, the Bureau of Administrative Services, and the Bureau of Corrections. Each Bureau is commanded by a Bureau Chief.

4.01/000.15 DIVISION

1. Functions of a bureau that are of a specialized nature are designated as divisions. The divisions of the Sheriff's Office are:
 - Patrol Division
 - Investigations Division
 - Technical Services Division
 - Organizational Development Division
 - Finance Division
 - Special Operations Division
 - Homeland Security Division
 - Corrections Operations Division
 - Corrections Administrative Services Division
2. Each division may be controlled by a commander, manager or director.

4.01/000.20 UNITS

1. Specialized functions of a division are divided into smaller groups designated as units.
2. Each unit may be controlled by an individual supervisor.

4.01/000.25 SECTION / DETAIL

1. Specialized functions of a unit are divided into smaller groups designated as sections or details.

4.01/000.30 GEOGRAPHICAL DIVISIONS

1. In order to effectively provide service, the county is also divided into smaller geographical areas that are described in the following subsections.

4.01/000.32 PRECINCTS

1. Major geographical divisions of the office are designated as precincts. The day to day operations of each precinct are administrated by a lieutenant assigned to the individual precinct. Operationally, each precinct is controlled by the precinct Captain who is responsible for patrol functions within specific geographical boundaries.

4.01/000.34 BEAT

1. Specific geographical areas within a precinct are designated as beats. Patrol responsibilities within that area are usually assigned to a patrol unit.

4.01/000.36 REPORTING AREA

1. Specific geographical areas within a beat. A beat may be comprised of one or more reporting areas. Reporting areas are designed for statistical analysis only.

4.02/000.00 BUREAU OF FIELD OPERATIONS

4.02/000.05 BUREAU OF FIELD OPERATIONS

1. The Bureau of Field Operations is commanded by the appointed position designated as Chief, Bureau of Field Operations.
2. The Bureau is responsible for law enforcement services through the Patrol and Investigations Division.

4.02/100.00 PATROL DIVISION

4.02/100.05 PATROL DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. Patrol Division is responsible for the performance of the basic police function of providing service, protecting life and property, preserving the peace, preventing and suppressing crime, and the apprehension of violators of the law.
2. Patrol responsibilities may include:
 - Responding to calls for service
 - Enforcing state and county statutes and ordinances
 - Initial investigation of reported or observed crimes
 - Recording and/or preserving evidence found at a crime scene
 - Initial investigation of reports of missing, found or unidentified persons
 - Responding to scenes of emergencies
 - Arresting on-sight violators
 - Recovering property
 - Investigating complaints received from the public
 - Patrolling to suppress crime
 - Providing assistance to other public agencies
 - Maintaining law and order at public gatherings
 - Preparing reports of incidents investigated or observed
 - Maintaining a relevant county wide community policing program
 - Police contract service delivery
 - Follow up investigations of property crimes
 - Investigation of traffic collisions
 - Traffic enforcement

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4.02/100.10 PATROL DIVISION: COMMAND

1. The Patrol Division shall be commanded by a Patrol Captain. The Patrol Captain is responsible for all three precincts and supporting contract entities. The Patrol Captain will be appointed by the Sheriff or his designee and shall report to the Operations Bureau Chief.
2. The Precinct Lieutenants are assigned by the Patrol Captain. The Precinct Lieutenants shall be responsible for the day to day operations of the geographic area of the precinct assigned.
3. Operation Lieutenants shall have operational oversight during the work week and night time hours the Precinct Lieutenant is not on duty.

4.02/100.15 PATROL DIVISION: STRUCTURE

1. The Patrol Division is divided into platoons. Each platoon is responsible for the specific functions assigned to the precincts as outlined in Section 4.02/100.05 of this manual and the Patrol Procedures Standard Operating Procedure.
2. Substations may be established within precincts. The Substation commanders shall report to the precinct commander particular to. In the event that such work locations are created, the Patrol Division Commander may designate responsibility for the maintenance and upkeep.

4.02/200.00 INVESTIGATIONS DIVISION

4.02/200.05 INVESTIGATIONS DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Investigations Division is responsible for the investigation of crimes, identification and apprehension of criminals, recovery of property, identification and preservation of evidence and for assisting in the preparation of cases for court.

4.02/200.10 INVESTIGATIONS DIVISION: COMMAND

1. The Investigations Division commander shall be assigned by the Sheriff or his designee and shall report to the Chief, Bureau of Field Operations.
2. The Investigations Division commander shall hold the civil service rank of Lieutenant or higher.

4.02/201.00 INVESTIGATIONS DIVISION: STRUCTURE

1. The Investigations Division is divided into four units: Major Crimes, Special Investigations, ~~and~~ General Investigations, and Property Crimes.
2. The unit commanders shall hold the civil service rank of sergeant or higher.

4.02/201.05 MAJOR CRIMES UNIT

1. The Major Crimes Unit is responsible for the investigation of any felony crimes against persons.
2. Cases investigated by this Unit may include:
 - Accidental and suspicious deaths (if questionable)
 - Suicides (if questionable)
 - Homicides
 - Found human remains
 - Solicitation/conspiracy to commit homicide
 - Missing persons
 - Robberies
 - Felony assaults and/or crimes involving serious injuries
 - Bombings
 - Gang related crimes / drive-by shootings
 - Kidnapping and unlawful imprisonment of adults

4.02/201.10 SPECIAL INVESTIGATIONS UNIT

1. Cases investigated by this Unit may include:
 - Child sexual abuse
 - Crimes against children
 - Juvenile sex crimes
 - Custodial interference
 - Adult sex crimes
 - Sex crimes via computer
 - Kidnapping and unlawful imprisonment of juveniles

4.02/201.15 GENERAL INVESTIGATION UNIT

1. Responsibilities of this Unit may include:
 - Fraud and forgery investigation: credit card misuse, embezzlement, forged documents, UIBC
 - Forensic computer and internet crimes investigation.
 - Sexual offender registration tracking and violation investigation
 - Polygraph examinations for pre-employment and criminal investigations
 - Serious Habitual Offender Comprehensive Action Program (SHOCAP)

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4.02/201.17 INFORMATION, REPORTING, AND REFERRAL DETAIL (IR&R)

1. The IR&R Detail may be staffed by full duty and/or light duty personnel.
2. The IR&R Detail is supervised by the General Investigations Unit Supervisor.
3. Responsibilities of the IR&R Detail may include:
 - Assisting Patrol by handling dispatched complaints by telephone
 - Handling walk-in complaints at the Sheriff's main office
 - Registering sex offenders
 - Taking telephone calls from the public and making referrals or providing information as needed

4.02/201.19 JUDICIAL SERVICE UNIT

1. The Judicial Service Unit shall be comprised of commissioned employees.
2. The Judicial Service Unit is responsible for serving legal process as specified by Washington State Law.
3. The Judicial Service Unit shall be supervised by the sergeant of the General Investigations Unit.
4. The Judicial Service Unit's responsibilities may include:
 - Serving felony arrest warrants
 - Serving misdemeanor warrants arising from state RCW and Snohomish County Code violations
 - Serving out-of-state warrants directed to the office for service
 - Coordinating service of out-of-county extradition's on Snohomish County warrants
 - Daily coordination and/or transportation of prisoners as needed
 - Serving criminal summons and subpoenas
5. The Judicial Service Unit's responsibilities may also include:
 - A. Serving civil process directing the Sheriff to take specific action(s). These may include:
 - Orders awarding possessions
 - Writs of replevin
 - Writs of restitution
 - Writs of habeas corpus
 - Writs of attachments

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- Civil bench warrants (arrest)
- B. Serving any other civil process brought to the Sheriff for service. These may include:
 - Summons & complaints
 - Civil subpoenas
 - Restraining orders
 - Domestic violence orders
 - No contact orders
 - Anti-harassment orders
 - Small claims summons
 - Jury Summons

4.02/201.21 PROPERTY CRIMES UNIT

1. The Property Crimes Units are responsible for investigation of any crimes resulting in loss of property and/or money.
2. Property Crimes Units are assigned to the patrol precincts and are supervised as directed by the precinct commander.
3. Cases investigated by this Unit may include:
 - Burglary
 - Malicious mischief
 - Theft (including motor vehicles)

4.02/201.23 K-9 UNIT

1. The K-9 Unit is responsible for providing protection and backup to patrol units and for locating people and/or items at or near a crime scene. The K-9 team will be applied as a specialized tool to enhance the capabilities of Patrol or other line units at a crime scene.
2. The Unit may be supervised by a sergeant who reports through his/her chain of command to the Field Operations Bureau Chief.

4.02/201.25 CRIME ANALYSIS UNIT

1. The Crime Analysis Unit shall be comprised of fully commissioned deputies, who may be supported by civilian or volunteer personnel.
2. The Unit is supervised by the Patrol Captain or his/her designee
3. Responsibilities of the unit may include but are not limited to:

- Conducts tactical, strategic and administrative crime analysis.
- Gathers criminal intelligence and assists investigations units through criminal intelligence analysis, link analysis, charting techniques and intelligence dissemination.
- Compiling statistical data regarding demand analysis (i.e., activity, location, time/date) and other issues relating to agency administration. Such data will be distributed to effected units as necessary.
- Gathering and disseminating information on criminal investigations, through the use of crime bulletins to affected units as necessary.
- Looking for crime patterns and crime series and forecasting future crime occurrences and forwarding information of such to affected units for proactive patrols.

4.02/201.27 COMMUNITY PARTNERSHIPS UNIT

1. The Community Partnerships Unit is tasked with identifying, reviewing, researching, and analyzing opportunities for community input and partnerships within Snohomish County. The Unit seeks to promote customer service and positive community relations through internal communications.
2. The Unit is staffed by the civilian Director of Community Partnerships who coordinates volunteer staff.
3. The Unit is supervised by the Patrol Division Commander or his/her designee.

4.02/300.00 CONTRACT CITY/REGION DIVISION

4.02/300.05 CONTRACT CITY/REGION DIVISION: FUNCTIONS AND RESPONSIBILITIES.

1. Contract City/Region Division is responsible for providing policing services to contract Cities, Towns and Regions.
2. The scope and nature of services provided will vary according to each individual community and contract, but may include any or all of the following:
 - Enforcing state, county, and city statutes and ordinances
 - Initial investigation of reported or observed crimes
 - Recording and/or preserving evidence found at a crime scene

- Initial investigation of reports of missing, found or unidentified persons
- Responding to scenes of emergencies
- Arresting on-sight violators
- Recovering property
- Investigating complaints received from the public
- Patrolling to suppress crime
- Providing assistance to other public agencies
- Maintaining law and order at public gatherings
- Preparing reports of incidents investigated or observed
- Maintaining liaison with contract cities concerning their law enforcement program by personal communications with elected or appointed officials, written reports, surveys and recommendations.
- Maintaining a relevant county wide community policing program within contracted communities or regions.
- Working with contracted cities, towns and regions to assess the community's policing needs.
- Participate in and provide support to the Sheriff's Contract Marketing Team by assisting in preparation of presentations, materials and research.
- Coordinating with other divisions for the provision of specialized policing services such as Search and Rescue, SWAT, Dive, crime prevention, School Resource Deputy, Volunteers and Reserve Deputy services.
- Follow up investigations.
- Community policing activities
- Investigation of traffic collisions
- Traffic enforcement
- Other duties as contracted.

3. The Contract City/Region Division shall be a division within the Bureau of Field Operations

4.02/300.10 CONTRACT CITY/REGION DIVISION: COMMAND

1. The Contract City/Region Division Commander shall be designated, assigned and report to the Chief, Bureau of Operations.
2. The Contract City/Region Division Commander shall hold the civil service rank of Lieutenant or higher.

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3. The Contract City/Region Division Commander shall be responsible for administratively supervising other contract city/region chiefs and making sure contract obligations are being delivered. The contract city/region chiefs will report to the Contract City/Region Commander for resource and administrative needs and for contractual changes or conflicts.
4. The Contract City/Region Division Commander shall coordinate the negotiation/re-negotiation of contracts and amendments within assigned cities, towns or regions.
 - If the Contract City/Region Division Commander is also serving as a Contract Chief, he/she shall not serve as the primary negotiator for contract negotiations between the County and the city or town to which he/she is assigned. In this circumstance the Bureau Chief of Administrative Services shall fill that role.
5. The Contract City/Region Division Commander shall coordinate with the Chief, Bureau of Administrative Services to facilitate County approval of any contract additions, deletions or conflicts.

4.02/300.15 CONTRACT CITY/REGION DIVISION: STRUCTURE

1. The Contract City/Region Division currently includes the following contract cities/regions:
 - o City of Stanwood
 - o Darrington Region
 - o Gold Bar Region
 - o Town of Index
 - o City of Sultan
 - o City of Granite Falls
 - o Community Transit
3. Future additions to or deletions from the Contract City/Region Division shall be made by the Undersheriff.

4.03/000.00 BUREAU OF SUPPORT SERVICES

4.03/000.05 BUREAU OF SUPPORT SERVICES

1. The Bureau of Support Services is commanded by the appointed position designated as Chief, Bureau of Support Services.
1. The Bureau is responsible for Technical Services for the Office, Criminal investigation of most felony cases, and handling any judicial process, civil or criminal, coming under the responsibility of the Sheriff and homeland security.
2. The Bureau encompasses the following Divisions:
 - Technical Services Division
 - Special Operations Division
 - Homeland Security Division

4.03/100.00 SPECIAL OPERATIONS DIVISION

4.03/100.05 SPECIAL OPERATIONS DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Special Operations Division is responsible for the operation of and responsibilities assigned to all units contained within the Division. Additional responsibilities of the Special Operations Division include, but are not limited to
 - Events and operations requiring the application of Special Operations units and/or equipment as the primary resource
 - Events requiring liaison with the Department of Emergency Management, Federal Emergency Management Agency, federal, state, county and municipal security/disaster agencies and other related operations
 - Coordination of Sheriff's Office resources for special events and occurrences.

4.03/100.10 SPECIAL OPERATIONS DIVISION: COMMAND

1. The Special Operations Division Commander shall be assigned by the Chief of the Bureau of Support Services.
2. The Special Operations Division Commander shall hold the civil service rank of Captain.
3. The Special Operations Assistant Division Commander shall hold the civil service rank of Lieutenant.
4. The Special Operations Assistant Division Commander shall be assigned by the Chief of the Bureau of Support Services.

4.03/100.15 SPECIAL OPERATIONS DIVISION: STRUCTURE

1. The Special Operations Division consists of the following units:
 - Air Support Unit

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- SWAT / Hostage Negotiations Team
- Marine Services Unit,
- Interagency Bomb Squad,
- Reserve Unit,
- Search and Rescue Unit,
- Courthouse Security,
- Collision Investigation Unit,
- Motors Unit,
- Traffic Enforcement Unit
- Community Transit Policing Unit
- Paine Field Policing Detail
- Sheriff's Honor Guard Unit
- Civil Disturbance Unit
- Forest Patrol Detail

4.03/101.05 AIR SUPPORT UNIT

1. The mission of the Air Support Unit is to provide regional aerial support to public agencies. These agencies include Federal, State and local entities charged with law enforcement, fire protection, search and rescue, and/or disaster response and management.
2. The Commander of the Air Support Unit shall be designated by, and reports to, the Special Operations Division Commander, or his designee.

4.03/101.10 SPECIAL WEAPONS AND TACTICS / HOSTAGE NEGOTIATIONS TEAM

1. The mission of the SWAT / Hostage Negotiations Team is to manage high risk operations requiring specialized tactical training, organization, procedures and equipment.
2. The Unit Commander will hold the civil service rank of Lieutenant. The unit commander shall be assigned by, and report to, the Special Operations Division Commander, or his designee.

4.03/101.15 MARINE SERVICES UNIT

1. The mission of the Marine Services Unit is to provide maritime law enforcement and support on waterways, adjacent shore facilities and along shorelines. The Unit is responsible for the maritime enforcement of boating laws and other applicable state

and county ordinances on Puget Sound and inland waterways. Additional responsibilities include but are not limited to;

- Investigation of boating collisions and drowning incidents associated with watercraft or vessels
 - The promotion of boating safety and boating education
 - Support of underwater operations conducted by the Dive Rescue Team
2. The Unit Commander will hold the civil service rank of Lieutenant. The unit commander shall be assigned by, and report to, the Special Operations Division Commander, or his designee.

4.03/101.20 DIVE RESCUE TEAM

1. The Dive Rescue Team is a detail of the Marine Services Unit. This team consists of personnel who are trained as SCUBA divers and are equipped and organized to conduct dive rescue missions. The Dive Rescue Team is trained and equipped to manage and operate in the following marine environment situations:
 - Underwater victim search, rescue and/or recovery,
 - Underwater evidence, vehicle and property recovery,
 - Subsurface security operations and sweeps
 - Surface water rescue
2. The Team Commander shall hold the civil service rank of Sergeant. The Team Commander shall be assigned by the Special Operations Division Commander and shall report directly to the Marine Services Unit Commander.

4.03/101.25 INTER-AGENCY BOMB SQUAD

1. The Interagency Bomb Squad is responsible to respond, investigate, and dispose of actual and/or suspected explosive and/or incendiary devices. The Squad is primarily responsible for and gives assistance in the investigation of crimes and incidents involving such devices occurring within the Northern Puget Sound region of Washington State. The Squad is a regional co-operative unit comprised of the Sheriff's Office, Washington State Patrol and Everett Police Department personnel.
2. Sheriff's Office personnel assigned to the bomb squad shall hold the civil service rank of either Sergeant or Deputy Sheriff. Personnel are assigned by the Commander of the Special Operations Division, in concurrence with the involved agencies. Sheriff's Office personnel shall report directly to the Special Operations Assistant Division Commander for administrative support and logistics. Operational command is dictated by inter-local agreements with the involved jurisdictions and agencies.

4.03/101.30 RESERVE UNIT

1. The primary mission of the Reserve Unit is to augment and support the fulltime staffing of the Sheriff's Office.

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2. The Unit shall be supervised by the Special Operations Division Commander.
3. With the approval of the Support Services Bureau Chief, the Special Operations Division Commander may appoint Reserve Coordinator(s) to assist with administrative duties. The Reserve Coordinator(s) shall hold the civil service rank of Sergeant or Deputy Sheriff.

4.03/101.35 SEARCH AND RESCUE UNIT

1. The Search and Rescue Unit is responsible for organizing and executing search and rescue missions.
2. The Search and Rescue Unit Commander shall act as the liaison to the volunteer search and rescue organizations.
3. The Unit Commander shall hold the civil service rank of Sergeant and shall be assigned by, and report directly to, the Special Operations Division Commander, or his designee.

4.03/101.40 COURTHOUSE SECURITY UNIT

1. The Courthouse Security Unit is responsible for planning, managing, and providing security for campus buildings, as well as Denney Juvenile Justice Center and outlying District Courts.
2. The Courthouse Security Unit is staffed by commissioned Marshals. The Unit Commander shall hold the civil service rank of Sergeant and shall be assigned by, and report directly to, the Special Operations Division Commander or his designee.

4.03/101.45 COLLISION INVESTIGATION UNIT

1. The Collision Investigation Unit (CIU) has the primary responsibility of investigating traffic collisions occurring on non-state highways in the unincorporated areas of the County, and Sheriff's Office contract cities. Additional responsibilities of CIU include, but are not limited to investigation of collisions involving;
 - Significant injury (injuries that result in death or require hospitalization)
 - Felony crimes
 - Snohomish County vehicles
 - Substantial liability for the county
 - Hit and run collisions occurring within unincorporated Snohomish County where follow up outside Snohomish County will be required
 - The CIU may also be called upon to assist other investigative units in crime scene mapping and diagramming
2. The Unit Commander shall hold the civil service rank of sergeant and shall be assigned by the Special Operations Division Commander. The Unit Commander shall report directly to the Special Operations Assistant Division Commander.

4.03/101.50 MOTORS UNIT

1. The Motors Unit is responsible for traffic enforcement and related operations.
2. The Unit Commander shall hold the civil service rank of Sergeant and shall be assigned by the Special Operations Division Commander. The Unit Commander shall report directly to the Special Operations Assistant Division Commander.

4.03/101.55 TRAFFIC ENFORCEMENT UNIT

1. The Traffic Enforcement Unit is responsible for traffic enforcement and related functions.
2. The Unit Commander shall hold the civil service rank of Sergeant and shall be assigned by the Special Operations Division Commander. The Unit Commander shall report directly to the Special Operations Assistant Division Commander.

4.03/101.60 COMMUNITY TRANSIT POLICING UNIT

3. The Community Transit Policing Unit is assigned under contract to provide law enforcement service to Snohomish County's mass transit operation operated by Community Transit. The Unit has a primary responsibility to investigate law enforcement incidents and crimes occurring on Community Transit properties, facilities and vehicles.
4. The Unit Commander shall hold the civil service rank of Sergeant and shall be assigned by the Special Operations Division Commander. The Unit Commander shall report directly to the Special Operations Assistant Division Commander.

4.03/101.65 PAINE FIELD POLICING DETAIL

1. The Paine Field Policing Detail is assigned under contract to provide law enforcement service to Snohomish County Airport at Paine Field. The Unit has a primary responsibility to investigate law enforcement incidents and crimes occurring within the boundaries of the County Airport.
2. The detail shall report to and be supervised by the Special Operations Assistant Division Commander.

4.03/101.70 SHERIFF'S HONOR GUARD UNIT

1. The mission of the Sheriff's Honor Guard Unit is to provide official representation at ceremonial occasions. These occasions may include, but are not limited to;
 - Funerals and/or Memorial Services for Sheriff's Office personnel, or personnel of other law enforcement agencies, killed in the line of duty.
 - Funerals and/or Memorial Services for Sheriff's Office personnel, or personnel of other law enforcement agencies, who die while still in service or retired from law enforcement.
 - Funerals and/or Memorial Services for family members of the Sheriff's Office personnel.
 - Oath of Office and promotions ceremonies.

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- Color Guard ceremonies (flag presentations).
 - Parades and other public events.
2. The Unit Commander shall at minimum, hold the civil service rank of sergeant and shall be assigned by, and report directly to, the Special Operations Division Commander, or his designee.

4.03/101.75 CIVIL DISTURBANCE UNIT

1. The mission of the Civil Disturbance Unit is to control events and situations where groups of people congregate in a manner requiring the application of personnel who are specially trained, equipped and organized to effectively deal with crowd control.
2. The Unit will function as the Sheriff's Office element to the County Allied Law Enforcement Response Team (ALERT) operation.
3. The Unit Commander shall at minimum, hold the civil service rank of Lieutenant and shall be assigned by and report directly to, the Special Operations Division Commander, or his designee.
4. At the direction of the Special Operations Division Commander, the Unit Commander shall be the operational liaison to the County's ALERT operation.

4.03/101.80 FOREST PATROL UNIT

1. Is a contracted with the Department of Natural Resources
2. The deputy is responsible for patrolling the National Forest areas of Snohomish County in conjunction with the U.S Forest Service.
3. Areas of concern should include theft of forest products, destruction of defacing of public and private lands, and other illegal acts

4.03/200.00 TECHNICAL SERVICES DIVISION

4.03/200.05 TECHNICAL SERVICES DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Technical Services Division is responsible for specialized support services as they relate to office records and legal process.

4.03/200.10 TECHNICAL SERVICES DIVISION: COMMAND

1. The Technical Services Division Commander shall be appointed by the Sheriff and shall hold the civil service title of Support Services Manager.
2. The commander shall report directly to the Chief of the Bureau of Support Services.

4.03/201.00 TECHNICAL SERVICES DIVISION: STRUCTURE

1. The Technical Services Division is divided into three units: Records, Judicial Process, and Evidence Control.

2. The Technical Services Division is primarily staffed by non commissioned civilian personnel.

4.03/201.05 RECORDS UNIT

1. The Records Unit shall be comprised of limited commissioned civilian employees.
2. The responsibilities of the Records Unit shall include:
 - Functional supervision of the WACIC, NCIC, and RMS terminals.
 - Maintaining master incident report files, both on line, and hard copies.
 - Storage, maintenance, and dissemination of all incident information.
 - Storage, maintenance, and dissemination of all criminal history information.
 - Compiling and coding statistics for local, state, and federal reports (UCR).
 - Sealing and destruction of records per court orders.
 - Compiling non-routine statistics related to Records function.
 - Fingerprinting of employment applicants and private citizens.
 - Processing applications for concealed weapons pistol licenses.
3. First level supervision for this unit shall consist of a Technical Services Supervisor who shall report to the Support Services Manager.

4.03/201.15 JUDICIAL PROCESS UNIT

1. The Judicial Process Unit shall be comprised of limited commissioned civilian employees.
2. The Judicial Process Unit is responsible for processing all legal process as specified by Washington State Law.
3. First level supervision shall consist of a Technical Services Supervisor who shall report to the Support Services Manager.
4. The criminal legal process section's responsibilities may include:
 - Processing felony arrest warrants
 - Processing misdemeanor warrants arising from state RCW and Snohomish County Code violations
 - Processing out-of-state warrants directed to the office for service
 - Processing criminal summons and subpoenas

5. The civil process section's responsibilities include:
 - A. Processing civil process directing the Sheriff to take specific action(s). These may include:
 - Orders awarding possessions
 - Writs of replevin
 - Writs of restitution
 - Writs of habeas corpus
 - Writs of attachments
 - Civil bench warrants (arrest)
 - B. Processing any other civil process brought to the Sheriff for service. These may include:
 - Summons & complaints
 - Civil subpoenas
 - Restraining orders
 - Domestic violence orders
 - No contact orders
 - Anti-harassment orders
6. The Judicial Accountant is responsible for maintaining the Technical Services Division's financial records. This may include:
 - Judicial trust account
 - Revenue funds
 - Extradition funds
 - Judicial and Records statistics

4.03/201.20 EVIDENCE CONTROL UNIT

- The Evidence Control Unit shall be comprised of non-commission civilian employees.
- The Evidence Unit's responsibilities shall include:
- Receiving, processing, keeping and, if necessary, destroying or releasing any evidence, found or recovered property
- If necessary, testifying in court to the chain of custody of evidence
- Examining and identifying suspected marijuana
- The unit shall be supervised by a person who holds the civil service rank of Sergeant, who shall report to the Support Services Manager.

4.03/201.25 IDENTIFICATION DETAIL

1. The Identification Unit shall be comprised of non commissioned civilian employees.
2. The responsibilities of the Identification Detail shall include
 - Maintaining fingerprint files
 - Automated Fingerprint Identification System (AFIS)
 - Processing evidence for latent fingerprints
 - Processing, storing, and distributing fingerprint cards and booking photos
 - First level supervision for this unit shall be the responsibility of the Evidence Control Supervisor.

4.03/300.00 HOMELAND SECURITY DIVISION

4.03/300.05 HOMELAND SECURITY DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Homeland Security Division is responsible for homeland security issues as they relate to Snohomish County. It works with several government liaisons and completes risk assessment.

4.03/300.10 HOMELAND SECURITY DIVISION: COMMAND

1. The Homeland Security Division commander shall be assigned by the Chief, Bureau of Support Services.

4.03/300.15 HOMELAND SECURITY DIVISION: STRUCTURE

1. The Support Services Bureau Chief currently oversees the duties of Homeland Security.

4.04/000.00 BUREAU OF ADMINISTRATIVE SERVICES

4.04/000.05 BUREAU OF ADMINISTRATIVE SERVICES

1. The Bureau of Administrative Services is commanded by the appointed position designated as Chief, Bureau of Administrative Services.
2. The Bureau of Administrative Services is responsible for Organizational Development, Fiscal Operations, Equipment/Resources Management, Human Resources, and Training.
3. The Bureau encompasses the following Divisions
 - Organizational Development Division
 - Finance Division

4.04/100.00 ORGANIZATIONAL DEVELOPMENT DIVISION

4.04/100.05 ORGANIZATIONAL DEVELOPMENT DIVISION: FUNCTIONS & RESPONSIBILITIES

1. The Organizational Development Division is responsible for the recruiting and processing of applicants for employment, facilities, employee training, and career development, quartermaster and fleet functions, planning and research functions, crime and data analysis functions, grant writing and management, professional accreditation, and technology for the Office.

4.04/100.10 ORGANIZATIONAL DEVELOPMENT DIVISION: COMMAND

1. The Organizational Development Division Commander shall be assigned by the Chief, Bureau of Administrative Services.
2. The Organizational Development Division Commander shall hold the civil service rank of Lieutenant or higher.

4.04/101.15 ORGANIZATIONAL DEVELOPMENT DIVISION: STRUCTURE

1. The Organizational Development Division is divided into five units, which handle several functions: background and recruiting, training, technology, planning and research, and accreditation.

4.04/101.05 BACKGROUND AND RECRUITING UNIT

1. The Background and Recruiting Unit is responsible for pre-employment background investigations and recruiting of applicants for employment within the Office.
2. The members of the Background and Recruiting Unit shall report to the Organizational Development Division Commander while engaged in Background and Recruiting Activities.

Rev. 05/12/2004 GO #2004-01

Rev. 08/11/2005 GO #2005-04

Rev. 08/11/2005 GO #2005-04

Rev. 02/11/2008 GO #2008-01

Rev. 11/08/2010 GO 2010-08 RCN (rewrite)

3. The Background and Recruiting Unit shall be made up of commissioned personnel selected by a process conducted by the Organizational Development Division Commander.
4. Members of the Background and Recruiting Unit are assigned unit duties beyond their regular duty assignments.
 - A. Commissioned deputies in the Organizational Development shall engage in background investigation as part of their regular duty assignment.

4.04/101.10 TRAINING UNIT

1. The Training Unit is responsible for coordinating training activities and career development for the Office as well as the Quartermaster and Fleet functions. These responsibilities include but are not limited to:
 - Coordinating with the Washington State Criminal Justice Training Commission for basic and advanced training
 - Coordinating regional in-service training
 - Coordinating training with other law enforcement agencies or private agencies
 - The Field Training Officer program
 - Probationary employee program
 - Inter-Office training
 - Career development program
 - Office Safety Committee oversight
 - Other services as needed
2. The Rangemaster reports to the Training Unit Supervisor.
 - The Rangemaster is also assigned the Quartermaster function.

4.04/101.15 PLANNING AND RESEARCH UNIT

1. The Planning Unit may be comprised of fully commissioned deputies and/or civilian planners.
2. The Unit is supervised by the commander of the Organizational Development Division.
3. Responsibilities of the unit may include but are not limited to:
 - Drafting and revising general orders and standard operating procedures
 - Researching and making recommendations on equipment and other related purchases
 - Reviews grant applications and assists the Financial Services Division in grant maintenance

- Working on specific projects as assigned by the command staff
- Issuing and maintaining the Office Manual
- Reviewing documents from the Snohomish County Planning and Development Services and the Washington State Boundary Review Board and making recommendations and comments on behalf of the Sheriff's Office
- Organizes and coordinates parade and special event participation for the Sheriff's Office
- Oversees Sheriff's Office intern program
- Instructs in-service training course both internally and externally

4.04/101.20 ACCREDITATION UNIT

1. The Accreditation Unit shall be comprised of commissioned deputies, who may be supported by civilian or volunteer personnel. Personnel shall be appointed by the Bureau of Administrative Services Chief.
2. The Accreditation Unit supervision shall be delegated by the Bureau of Administrative Services Chief. Responsibilities of the unit may include but are not limited to:
 - Researching current accreditation standards to ensure Office compliance.
 - Periodic review of Office policies and procedures to ensure compatibility to industry accreditation standards.
 - Recommendation of possible language changes to existing Office manual, as well as, policies and procedures to the Planning and Research Deputy.
 - Maintenance of Office accreditation files.

4.04/101.25 TECHNOLOGY UNIT

1. The technology unit is comprised of commissioned and civilian technology support specialist/s.
2. The technology support specialist shall report directly to the Commander of the Organizational Development Division.
3. Responsibilities of the unit may include but are not limited to:
 - Troubleshoot and analyze problems and implement solutions for hardware and software problems
 - Train Sheriff's Office Employees on the use of computers and software
 - Track and retain records on Sheriff's Office owned hardware and software
 - Develop and maintain Sheriff's Office websites

- Research and recommend new technology and needs dealing with new hardware and software
- Ensures technology decisions support connectivity with other criminal justice systems.

4.04/200.00 FINANCE DIVISION

4.04/200.05 FINANCE DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Finance Division is responsible for the budget and fiscal responsibilities of the Office that include but are not limited to: budget preparation and implementation, processing time sheets, processing purchase warrants, fiscal grant administration, administration of contracts, facilities management, administrative support, travel coordination, compliance with financial policy, payroll, accounts payable/accounts receivable, cash deposits, inmate accounting, issuing and collecting false alarm fines, bail processing, and commissary ordering and delivery.

4.04/200.10 FINANCE DIVISION: COMMAND

1. The Finance Division is supervised by a Sheriff's Office Finance Manager and may be comprised of finance supervisors or leads, corrections assistants, accounting technicians, law enforcement secretaries and fiscal analysts.
2. The Finance Division Manager shall report directly to the Chief, Bureau of Administrative Services.

4.05/000.00 BUREAU OF CORRECTIONS

4.05/000.05 BUREAU OF CORRECTIONS

1. The Bureau of Corrections is commanded by the appointed position designated as Chief, Bureau of Corrections.
2. The Bureau of Corrections is responsible for the operation of the jail and alternative custody programs.
3. The Bureau encompasses the following divisions
 - Detention Division
 - Support Services Division

4.05/100.00 DETENTION DIVISION

4.05/100.05 DETENTION DIVISION: FUNCTIONS AND RESPONSIBILITIES

1. The Detention Division is responsible for the secure confinement of individuals detained within the jail facility. This includes pre-adjudication and post-adjudication inmates. The division is responsible for booking, housing and release of inmates.

4.05/100.10 DETENTION DIVISION: COMMAND

1. The Detention Division Commander shall be assigned by the Chief, Bureau of Corrections.
2. The Detention Division Commander shall hold the appointed position of Captain or higher.

4.05/100.15 DETENTION DIVISION: STRUCTURE

1. The Detention Division has no separate units within it. Duties within the Detention Division include Booking and ID, Release, and supervised custody of the inmates detained in the facility.

4.05/200.00 SUPPORT SERVICES DIVISION

4.05/200.05 SUPPORT SERVICES DIVISION: FUNCTION AND RESPONSIBILITIES

1. The Support Services Division is responsible for the transportation of inmates, providing medical services to inmates, oversight of inmates in alternative custody programs, classification of inmates, training, maintenance of inmate records, public disclosure, administration of FMLA and L&I issues, emergency management, development of policies and procedures and oversight of ancillary services within the facility.

4.05/200.10 SUPPORT SERVICES DIVISION: COMMAND

1. The Support Services Division Commander shall be assigned by the Chief, Bureau of Corrections.
2. The Support Services Commander shall hold the appointed position of Captain or higher.

4.05/200.15 SUPPORT SERVICES DIVISION: STRUCTURE

1. The Support Services Division is divided into six units, which handle several functions: Community Corrections, classification of inmates, transportation, inmate records, training, and medical services.

4.05/200.20 COMMUNITY CORRECTIONS UNIT

1. The Community Corrections Unit is responsible for the supervision of inmates housed within the Work Release facility, inmates eligible for electronic home detention and inmates enrolled in the Inmate Work Program.
2. The unit is supervised by the Community Corrections Lieutenant.
3. The unit is comprised of commissioned Corrections Deputies and non-commissioned Corrections Counselors.

4.05/200.25 CLASSIFICATION UNIT

1. The Classification Unit is responsible for properly classifying inmates within the facility to help insure the safety and security of staff and other inmates. The unit is also responsible for administering inmate disciplinary processes, counseling inmates with personal issues, coordinate special phone calls, administer handling of grievances and coordinate educational/self-help programs and church services for inmates.
2. The members of the Classification Unit shall report to the Counseling Supervisor. The Counseling Supervisor reports to the Community Corrections Lieutenant.
3. The Classification Unit shall be made up of non-commissioned personnel.

4.05/200.30 TRANSPORT UNIT

1. The Transport Unit is responsible for the transportation of inmates to court and other scheduled appointments. They are responsible for maintaining security within the courtrooms whenever a matter involves an in-custody defendant.
2. The members of the unit shall report to the Transport Sergeant. The Transport Sergeant reports to the Support Services Commander.
3. The Transport Unit shall be made up of commissioned personnel. Members will be assigned based on the requirements set forth in the current bargaining agreement.

4.05/200.35 RECORDS UNIT

1. The Records Unit is responsible for maintaining the records of inmates that are in and out of custody. The unit acts as a safeguard to help insure that an inmate is released at the appropriate time.
2. The members of the unit report to the Records Supervisor. The Records Supervisor reports to the Administrative Services Lieutenant.
3. The Records Unit shall be made up of non-commissioned personnel.

4.05/200.40 CORRECTIONS TRAINING UNIT

1. The Corrections Training Unit is responsible for coordinating training activities and career development for the Corrections Bureau. These responsibilities include but are not limited to:
 - Coordinating with the Washington State Criminal Justice Training Commission for basic and advanced training.
 - Coordinating regional in-service training
 - The Field Training Officer program
 - Probationary employee program
 - Maintaining employee training records
 - Other services as needed

Rev. 05/12/2004 GO #2004-01

Rev. 08/11/2005 GO #2005-04

Rev. 08/11/2005 GO #2005-04

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Rev. 11/08/2010 GO 2010-08 RCN (rewrite)

3. The members of the Training Unit report to the Training Sergeant. The Training Sergeant reports to the Administrative Services Lieutenant.

4.05/200.45 MEDICAL SERVICES UNIT

1. The Medical Services Unit is responsible for providing medical care and treatment for the inmates housed within the facilities operated by the Corrections Bureau.
2. The members of the unit report to a non-commissioned Nursing Supervisor. The Nursing Supervisor reports to the Medical Services Administrator. The Medical Services Supervisor reports to the Support Services Commander.
3. The Medical Services Unit shall be made up of non-commissioned personnel to include ARNP's ,RN's, LPN's and clerical staff.

4.06/000.00 SPECIALTY UNITS

4.06/100.00 DRUG ENFORCEMENT UNIT

1. The Drug Enforcement Unit is responsible for the investigation of cases involving the use, addiction, possession, sale and transportation of controlled substances as well as asset forfeiture and seizures associated with those investigations. The Unit is assigned full time to assist the Snohomish Regional Narcotics Task Force and the Unit Commander reports to the Task Force Commander. Administratively, the Drug Enforcement Unit reports to the Sheriff.

4.06/200.00 VICE AND GAMBLING UNIT

1. This Unit is responsible for investigations which may include:
 - Cockfights and dogfights
 - Gambling, including bookmaking
 - Lewd conduct or exhibitions
 - Lotteries
 - Pornography
 - Prostitution
2. The Unit is assigned to the South Precinct Commander or his/her designee. The Commander or his/her designee shall assign cases as necessary to the appropriate personnel for investigation. The Commander or his/her designee, while acting in the function of the Vice and Gambling Commander, reports administratively to the Chief, Bureau of Operations.
3. All cases involving vice and gambling shall be reviewed by the Vice and Gambling Unit Commander and shall be distributed as needed. The Vice and Gambling Commander shall ensure the confidentiality of all information and investigations

under his/her command.

Rev. 05/12/2004 GO #2004-01
Rev. 08/11/2005 GO #2005-04
Rev. 08/11/2005 GO #2005-04
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Rev. 11/08/2010 GO 2010-08 RCN (rewrite)

4.06/300.00 VOLUNTEER UNIT

1. The Volunteer Unit shall be comprised of non-commissioned and/or limited commissioned, non-paid civilian volunteers.
2. Duties of the Volunteer Unit may include, but are not limited to:
 - Performing security checks on citizens' houses while citizens are on vacation
 - Security checks on park and ride lots
 - Radar Reader Board/Traffic monitoring
 - Citizen presentations on fraud prevention
 - Data Processing
 - Disabled Parking Enforcement
3. Within the unit there shall be the position of Volunteer Director. The Volunteer Director shall report to the Undersheriff or his/her designee.

4.06/400.00 OFFICE OF PROFESSIONAL ACCOUNTABILITY

1. Assignments to the Internal Affairs Unit shall be made by the Sheriff or his designee.
2. The Internal Affairs supervisor shall hold the civil service rank of Sergeant or higher.
3. The Internal Affairs supervisor shall report directly to the Sheriff or his designee.
4. The Internal Affairs Unit shall be primarily responsible for but not limited to the investigation of allegations of misfeasance, malfeasance and nonfeasance by employees and to complaints about the agencies response to community needs, thereby instilling public confidence in the agency.
5. The Internal Affairs supervisor shall be responsible for the timely investigation of complaints assigned for investigation.

4.06/500.00 PUBLIC INFORMATION UNIT

1. Within the Public Information Unit shall be the Public Information Officer.
2. The Public Information Unit is comprised of commissioned deputies or may be staffed by a civilian entity at the Sheriff's discretion.
3. Duties of the Public Information Officer may include, but are not limited to:
 - Representing the Office in dealing with news media events
 - Responds to crime scenes as necessary to obtain information and release information to the news media
 - Completing press releases for news media

Rev. 05/12/2004 GO #2004-01

Rev. 08/11/2005 GO #2005-04

Rev. 08/11/2005 GO #2005-04

Rev. 02/11/2008 GO #2008-01

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- Oversees award candidate selection and organizes award ceremonies
- May be responsible for other smaller law enforcement and fire jurisdiction's media releases for major events if requested
- Coordinates and oversees all public awareness programs

4.07/000.00 RANK STRUCTURE

1. Deputy personnel within the Snohomish County Sheriff's Office are distinguished by rank, which are assigned varying levels of responsibility. The descending order of rank is:
 - Sheriff
 - Undersheriff
 - Operations Bureau Chief
 - Support Services Bureau Chief
 - Administrative Services Bureau Chief
 - Corrections Bureau Chief
 - Major
 - Captain
 - Lieutenant
 - Sergeant
 - Master Patrol Deputy (Patrol Only)
 - Deputy (Patrol, Custody, and Corrections)
 - Deputy Trainee(Patrol, Custody, and Corrections)
 - Reserve Deputy Sheriff
2. The order of command authority in the absence of the Sheriff follows the rank structure.

4.07/001.00 SHERIFF

1. The chief executive and overall commander of the Office shall be the Sheriff.
2. As the Chief Executive of the Office, he/she shall maintain control and govern activity through major executives who shall also act in an advisory capacity in matters of general policy and procedure.
3. The position of Sheriff shall be elected by popular vote to a four (4) year term of office as specified in RCW 36.16.020 and the Snohomish County Charter.

4.07/001.01 DUTIES OF THE SHERIFF

1. The general duties of the Sheriff are as prescribed by RCW 36.28.010.
 - Shall arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses.
 - Shall defend the county against those who, by riot or otherwise, endanger the public peace or safety.
 - Shall execute the process and orders of the courts of justice or judicial officers, when delivered for that purpose according to law.
 - Shall execute all warrants delivered for that purpose by other public officers, according to the provisions of particular statutes.
 - Shall attend the session of the courts of record held within the county, and obey their lawful orders or direction.
 - Shall keep and preserve the peace in their respective counties, and shall quiet and suppress all riots, unlawful assemblies and insurrections, for which purpose and for the service of process in civil or criminal cases and in apprehending or securing any person for felony or breach of the peace, they may call to their aid such persons or power of their county as they may deem necessary.

4.07/002.00 UNDERSHERIFF

1. The position of Undersheriff shall be appointed by the Sheriff per RCW 41.14.070. The Undersheriff shall be second in command of the Office and shall assume the duties of the Sheriff in his/her absence. He/She shall serve as the executive officer of the office.

4.07/002.01 DUTIES OF THE UNDERSHERIFF

1. Duties of the Undersheriff may include:
 - Assisting the Sheriff in development and implementation of policy and procedures
 - Representing the Sheriff on various law enforcement related committees, commissions and boards
 - Assisting the Sheriff in development and administration of the office budget
 - Reviewing, coordinating, and advising the Sheriff of all personnel matters involving civil service, employee discipline, performance, proficiency, and conditions

4.07/003.00 BUREAU CHIEF

1. The position of Bureau Chief shall be appointed by the Sheriff and shall report directly to the Undersheriff.

4.07/003.01 DUTIES OF THE BUREAU CHIEFS

1. Duties of the Bureau Chiefs may include:
 - Representing the Sheriff before various community groups
 - Directing and coordinating the activities of the divisions and units within their respective bureaus
 - Advising the Sheriff on all matters and conditions pertaining to their respective bureaus
 - Performing all other work required within the guidelines set by the Sheriff

4.07/005.00 MAJOR

1. The position of Major shall be appointed by the Sheriff and report directly to the Undersheriff.

4.07/005.01 DUTIES OF THE MAJOR

1. The duties of the Major may include:
 - Commanding a Division
 - Commanding a Bureau in the absence of the Bureau Chief
 - Recommending policy
 - Establishing Office procedures
 - Supervising all Captains and commanders in their bureau

4.07/007.00 CAPTAIN

- * The position of Captain shall be appointed by the Sheriff in accordance with prevailing Civil Service rules, from a certified list provided him by the Snohomish County Civil Service Commission.
- A. In the Corrections Bureau, the rank of Captain in appointed by the Sheriff, but shall not enjoy Civil Service protection.
- * The position of Captain shall be subordinate to the rank of Major and superior to all other ranks.

4.07/007.01 DUTIES OF CAPTAIN

1. The duty assignments of Captains shall be made by the Sheriff and may include:
 - * Command of a precinct
 - * Command of a division
 - * While serving in those assignments, the Captain's duties may include:
 - * Recommending policy concerning the Bureau
 - * Establishing procedures concerning their command
 - * Supervising all lieutenants assigned to their command
 - * Any other duties assigned by their commander

4.07/009.00 LIEUTENANT

1. The position of Lieutenant shall be appointed by the Sheriff, in accordance with prevailing Civil Service rules, from a certified eligibility list provided by the Snohomish County Civil Service Commission.
2. The position of Lieutenant shall be subordinate to the rank of Captain and superior to all other ranks.

4.07/009.01 DUTIES OF LIEUTENANT

1. The duty assignments of lieutenants shall be made by the Sheriff and may include:
 - * Command or assistant command of a division or precinct.
 - * Administrative or operational duties.
 - * While serving in those assignments, the Lieutenant's duties may include:
 - * Assuming command of the Division/Precinct/Bureau in the absence of the commander
 - * Recommending policy concerning the Division/Precinct/Bureau
 - * Establishing procedures concerning the Division/Precinct if assigned permanently as commander
 - * Supervising sergeants assigned to their command
 - * Any other duties as assigned by their commander

4.07/011.00 SERGEANT

1. The position of Sergeant shall be appointed by the Sheriff, in accordance with prevailing Civil Service rules, from a certified eligibility list provided by the Snohomish County Civil Service Commission.
2. The position of Sergeant shall be subordinate to the rank of Lieutenant and superior to all other ranks.

4.07/011.01 DUTIES OF SERGEANTS

1. While assigned to any position the duties of a sergeant may include any or all of the following:
 - * Acting as collision investigations unit sergeant, directly supervising the activities of collision investigations units to include Marine Patrol
 - * Acting as a patrol sergeant, directly supervising the activities of patrol units
 - * Acting as a shift sergeant, directly supervising the activities of custody deputies
 - * Acting as watch commander at a precinct
 - * Acting as supervisor of specialized units/details
 - * Performing specialized duties such as range master, legal research or manual and order writing
 - * Inspecting and briefing assigned personnel
 - * Conducting in-service training
 - * Handling minor disciplinary and personnel problems
 - * Evaluating on-the-job performance of assigned personnel
 - * Preparing a variety of records and reports
 - * Assisting as required in preparation of legal documents such as search warrants
 - * Any other duty as assigned by his/her superior

4.07/013.00 MASTER PATROL DEPUTY

1. The position of Master Patrol Deputy shall be selected by a written examination and oral board as laid out in the bargaining contract.
2. The position of Master Patrol Deputy is not a civil service position.

4.07.013.01 DUTIES OF MASTER PATROL DEPUTY

1. The Master Patrol Deputy shall assume the duties of a patrol sergeant when the assigned patrol sergeant is not available for an entire shift, or during an emergency when designated as a supervisor by a sergeant or person of higher rank.
2. When the Master Patrol Deputy is not working in the capacity as a sergeant, he/she shall assume the duties of a Deputy Sheriff.

4.07/015.00 DEPUTY SHERIFF

1. The position of Deputy shall be appointed by the Sheriff in accordance with prevailing Civil Service rules from a list provided by the Snohomish County Civil Service Commission.
2. The position of Deputy Sheriff shall be subordinate to that of Sergeant and superior to all other ranks.

4.07/015.01 DUTIES OF DEPUTY SHERIFFS

1. These positions perform line level law enforcement including public contact requiring discretion and comprehensive knowledge of patrol procedures and policies. Deputy Sheriffs are responsible for performing police tasks involved in protecting life and property, preserving the peace, prevention and suppression of crime, and apprehension of law violators.
2. Within the Deputy Sheriff classification are certain positions that require additional skill and expertise; e.g., Detectives, Traffic, Civil, Search and Rescue, and K-9. Qualifying personnel may apply for and be appointed to these positions as vacancies occur.

4.06/016.00 CUSTODY/CORRECTIONS DEPUTY

1. The position of Custody/Corrections Deputy shall be appointed by the Sheriff in accordance with prevailing Civil Service rules from a list provided by the Snohomish County Civil Service Commission.
2. The position of Custody/Corrections Deputy shall be subordinate to that of Corrections Sergeant and superior to all other ranks.

4.07/016.01 DUTIES OF CUSTODY/CORRECTIONS DEPUTY

1. These positions perform line level correctional duties including inmate contact requiring discretion and comprehensive knowledge of correctional procedures and policies. Custody/Corrections Deputies are responsible booking and release processes, direct supervision of confined inmates, security operations within the facilities, transportation of inmates and other duties as assigned within the correctional facilities.

4.07/017.00 DEPUTY SHERIFF TRAINEE

1. Until successful completion of all initial training (basic and field training), a Deputy Sheriff shall be considered a "Deputy Sheriff Trainee."
2. Positions in this entry level law enforcement class are characterized by participation in a basic law enforcement training program involving both classroom instruction and field observation and are distinguished from higher level non-supervisory law enforcement positions by the extremely close level of supervision provided during their performance of law enforcement tasks.

4.07/017.01 DUTIES OF DEPUTY SHERIFF TRAINEES

1. The duties of this position may include any or all of the following:
 - * Receiving instruction in the interpretation and application of the laws of Washington State and Snohomish County ordinances
 - * Receiving instruction in basic patrol procedures, criminal and traffic investigation procedures and techniques, including crime scene preservation, witness and suspect interviewing and evidence handling
 - * Participating in firearms training courses, learning proper safety procedures, care and use firearms as well as office regulations and legal limitations relating to firearms use
 - * Under the supervision of a Field Training Officer (FTO), participate in field training as a patrol deputy, observing and assisting senior officers in various patrol procedures and techniques and office policies and procedures

4.07/018.00 CUSTODY DEPUTY TRAINEE

1. Until successful completion of all initial training (basic and field training), a Custody Deputy shall be considered a "Custody Deputy Trainee."
2. Positions in this entry level law enforcement class are characterized by participation in a basic corrections training program involving both classroom instruction and field observation and are distinguished from higher level non-supervisory law enforcement positions by the extremely close level of supervision provided during their performance of law enforcement tasks.

4.07/018.01 DUTIES OF CUSTODY DEPUTY TRAINEES

1. The duties of this position may include any or all of the following:
 - * Receiving instruction in the interpretation and application of the laws of Washington State and Snohomish County ordinances

- * Receiving instruction in basic custody procedures, inmate management, including crime scene preservation, witness and suspect interviewing and evidence handling
- * Participating in firearms training courses, learning proper safety procedures, care and use firearms as well as office regulations and legal limitations relating to firearms use
- * Under the supervision of a Field Training Officer (FTO), participate in field training as a custody deputy, observing and assisting senior officers in various patrol procedures and techniques and office policies and procedures

4.07/019.00 RESERVE DEPUTY SHERIFFS

1. The regular law enforcement manpower of the Office may be supplemented by a number of “reserve” personnel who volunteer their services to the county.
2. Reserves shall be subject to the same lines of supervision as that of full time commissioned personnel, and additionally, shall generally work under the supervision of a regular deputy and provide similar services.

4.07/021.00 CIVILIAN PERSONNEL: GENERAL

1. A large number and variety of non-law enforcement personnel are required to provide the support services necessary to the operation of the Office.
2. All civilian personnel, with the exception of the Administrative Services Director, Public Affairs Officer, Administrative Assistant, Medical Services Administrator, and Volunteer Director are appointed by the Sheriff in accordance with prevailing Civil Service Rules from a certified list provided him by the Snohomish County Civil Service Commission.

4.07/021.01 CIVILIAN PERSONNEL: DUTIES

1. Duties of civilian personnel may include but are not limited to:
 - * Supervising a division or unit
 - * Secretarial
 - * Clerical
 - * Receptionist
 - * Evidence Control
 - * Animal Control
 - * Public Information
 - * Judicial Service Officer
 - * Community Service Officer
 - * Accounting
 - * Technology Support Specialist
 - * Control Room Officer
 - * Counselors
 - * Cooks
 - * Storekeeper
 - * Medical/Mental Health
 - * Any other duty as assigned by his/her superior

4.07/030.00 VOLUNTEER DIRECTOR

1. The position of Volunteer Director shall be a non-paid, civilian position.
2. Duties of the Volunteer Director may include, but are not limited to:
 - * Overseeing and managing the Volunteer Unit
 - * Acting as a liaison between the Sheriff's Office and it's Volunteers
 - * Assisting with Volunteer recruiting
 - * Assisting in training of Volunteers
 - * Other duties as directed by the Sheriff or his/her designee.
3. Office space and a county vehicle may be provided at the Sheriff's direction subject to availability. The vehicle shall be parked at the Snohomish County Sheriff's Office Precinct, nearest the Volunteer Director's residence, when not in use.
4. Selection shall be accomplished through a process to be determined by the Sheriff or his/her designee.
5. The Volunteer Director shall report to the Undersheriff or his/her designee.

4.08/000.00 COMMAND STRUCTURE

4.08/000.05 DELEGATION OF FUNCTIONS

1. Office functions which are similar or related in purpose, process, method or clientele are, when possible, grouped together and are under the control of a single supervisor.

4.08/000.10 DELINEATION OF FUNCTIONS

1. Lines of demarcation between these groups are clearly drawn by a precise definition of duties which are made known to all members so that responsibility is accurately placed.

4.08/000.15 ORGANIZATION FOR COMMAND

1. Lines of control are established in conformity with the official organization of the Office to:
 - * Permit delegation of authority
 - * Place responsibility
 - * Provide for supervision of operations
 - * Provide for coordination of effort

4.08/000.20 CHAIN OF COMMAND

1. The chain of command shall be respected in all matters. Information and communications shall move up and down through channels, or horizontally with prior approval.
2. It shall be the responsibility of each level to forward information and communications to the next higher or lower level together with approval, disapproval, recommendation, or action taken.

4.08/000.25 UNITY OF COMMAND

1. Each individual, unit, and situation is under the immediate control of one person. The principle of command responsibility shall be in effect (e.g., each executive and supervisor is responsible for the acts of his/her subordinates).

4.08/001.00 SUCCESSION OF COMMAND

1. The order of succession to command within the Snohomish County Sheriff's Office shall be as follows:
 - * Undersheriff
 - * Field Operations Bureau Chief
 - * Support Services Bureau Chief
 - * Administrative Services Bureau Chief
 - * Corrections Bureau Chief
 - * Corrections Major
 - * Operations Bureau Division Commanders by seniority
2. In the absence of the Sheriff the above personnel shall assume command of the Office in the designated order. Command shall be assumed when all those named before him/her are absent, unless otherwise directed.

4.08/002.00 PATROL COMMAND

1. When a Lieutenant is not designated as a Watch Commander and when two or more sergeants are on duty, the one senior in rank shall be designated as Watch Commander. The Watch Commander shall be responsible for those activities involving more than one precinct.
2. If no sergeant is on duty in a particular precinct, a master patrol deputy shall be appointed by the Precinct Commander, or his/her designee, to function as the sergeant. The so appointed master patrol deputy shall advise the Watch Commander of any major problems that may arise during the shift.
3. The shift supervisor or his/her designee shall be responsible for notifying the appropriate Lieutenant, Captain, Bureau Chief, Undersheriff, and Sheriff whenever any of the following instances occurred.
 - A. Serious injury or death to an on-duty or off duty employee.
 - B. Sheriff's Office vehicle accidents resulting in serious injury or death to either deputy(s) or citizen(s).
 - C. Officer involved shootings to exclude training or accidental discharge.
 - D. Any major disturbance (such as a riot at the Washington State Reformatory or Snohomish County Jail) or any other major disaster.
 - E. Search and Rescue missions that require the use of the Sheriff's Office helicopter and/or any mission resulting in serious injury or death to victim, volunteer or personnel.
 - F. Assaults which may result in death or serious permanent injury to the victim.
 - G. Homicide(s).
 - H. Any unusual occurrence that shift supervisors deem necessary.

4.08/003.00 TRAINING COMMAND

1. All members of the Office assigned to recruit classes in a Training Academy shall be responsible to the Organizational Development Division Commander as their Commanding Officer.
2. All procedures and instructions given at any session of the Academy will have the force and effect of Office orders, and compliance with them is required.
3. All members and employees of the Office must attain satisfactory grades in all subjects presented to them while assigned to classes in the Academy.

4.08/004.00 CRIME SCENE COMMAND

4.08/004.01 PATROL PERSONNEL

1. At all major crime scenes, the patrol watch commander shall be in command of the crime scene regardless of the presence of higher ranking officials unless officially relieved of that responsibility by the higher ranking official or investigations personnel.

4.08/004.02 INVESTIGATIONS PERSONNEL

1. Upon the arrival of investigations personnel, the patrol watch commander or supervisor shall:
 - A. Brief investigations personnel on the incident and the status of the investigations up to that time.
 - B. Relinquish command of the scene to:
 1. An investigations supervisor, i.e., sergeant, lieutenant, captain, or, in their absence:
 2. The investigator initially responding to the scene.
 - C. Remain on the scene and/or provide assistance as requested by the investigator in charge.

4.09/000.00 COMMAND: SUPERVISION PRINCIPLES

4.09/001.00 RANK

1. As peace officers, certain members of the Office have a special responsibility to act or take command in situations calling for law enforcement action. These situations may be regular operations such as the command of a station or might be emergency situations such as a disaster.
2. Deputy personnel are distinguished by rank, which are assigned levels of responsibility within the chain of command. The descending order of rank in the Office is as follows:
 - Sheriff
 - Undersheriff
 - Bureau Chief
 - Major
 - Captain
 - Lieutenant
 - Sergeant
 - Master Patrol Deputy (Patrol Only)
 - Deputy Sheriff
 - Deputy Sheriff Trainee
1. In routine situations, the officer in charge shall be the member having the highest rank who is on duty or at the scene.
 - A. When two or more members share the same rank, the deputy in command shall be, in descending order:
 1. The deputy who is assigned to or initiated the incident.
 2. The deputy with primary geographical responsibility (i.e., patrol beat assignment, housing unit).
 3. The deputy designated by dispatch or the supervisor as the primary unit.
 4. The member having the highest seniority in rank.
 - B. In specialized situations, the member in command may be spelled out elsewhere in this manual.

4.09/001.05 AUTHORITY OF RANK

1. The authority delegated or granted to deputy personnel is not confined to their respective Divisions but shall include supervision over any subordinate members of the Office when necessary for efficient administration or when the conduct of subordinate members is contrary to Office policy and regulations. This authority should be exercised with utmost discretion. Members having rank should avoid giving direct commands to personnel not assigned to their control except when required to do so in an emergency or for the good of the Office. When such action is required, the respective Unit Commander should be informed as soon as possible.
2. Deputy personnel shall exercise the authority of their position under all conditions which require the use of such authority for the best interest of the Office. They shall not unnecessarily countermand any orders of personnel below their own rank or needlessly interfere with the specific duties of any subordinate members.
3. A member temporarily filling the position of a superior in an acting capacity shall be vested with all the authority and responsibility of the superior.

4.09/001.10 EXERCISING AUTHORITY

1. Authority in the Office shall be exercised with firmness and impartiality. Under no circumstances shall personal attitudes influence decisions.

4.09/001.15 DELEGATION OF RANK AUTHORITY

1. Members directed to act in capacities above their ordinary or usual rank or classification shall possess the authority of the higher rank or classification for that necessary period of time.

4.09/002.00 SUPERVISION

4.09/002.01 SUPERVISORS

1. Members functioning as supervisors by virtue of their rank or classification shall, in conformance with Office policy and regulations, be responsible for the work and conduct of subordinate personnel.
2. The various supervisory levels within each Division define the scope of responsibility for each supervisory position. The chain of supervisory responsibility is depicted down through the level of Bureau or Division on the organization chart of the Office. Lower supervisory levels are established within the various Divisions but are not reflected on this chart.
3. Supervisors having rank also have the responsibility and authority delegated to such rank in addition to their supervisory responsibility. For civilian personnel who are supervisors, the scope of responsibility is limited to the functions directly assigned to them and does not extend to members not regularly under their direct supervision.
4. In the absence of the regular supervisor and when no one has been specifically designated as the acting supervisor, responsibility for supervision shall pass to the member having the next highest rank or classification. When two or more members of the same rank or classification are next in line, the member having the most seniority in the rank or classification shall be the acting supervisor.

4.09/002.02 EXTENT OF SUPERVISION

1. Each and every employee (with the exception of the Sheriff) shall have a supervisor, namely the person next above him/her in the chain of command.

The supervisor is accountable for the proper execution of every order and supervises such execution by:

- * Personal presence
- * Established rules
- * Instructions given
- * Delegation of authority

4.09/002.03 SUPERVISORY IDENTITY

1. Every supervisor shall at all times know whom he/she is supervising. Every employee shall know his/her supervisor.

4.090/002.04 Responsibility for Completion of Duties

1. Each supervisor shall take all reasonable steps to determine that his/her subordinates perform their duties completely and promptly and in compliance with Office rules. The supervisor shall accept responsibility for achieving essential objectives.
2. Each supervisor shall ensure that his/her subordinates know his/her minimum work expectations.

4.09/002.05 CHAIN OF RESPONSIBILITY

1. Each supervisor shall assume ultimate responsibility for the supervision of all employees subordinate to him/her in the chain of command. He/She shall not divert his/her responsibility.

4.09/002.06 RESPONSIBILITY FOR SUBORDINATE SUPERVISORS

1. Each supervisor shall strive to create and maintain high morale among his/her subordinate supervisors. He/She shall constantly evaluate the quality and quantity of supervision exercised by them.

4.09/002.07 ORGANIZATIONAL CONTROL

1. Each supervisor shall, by act, manner, and attitude promote understanding of all procedures essential to effective organizational control. He/She shall convey to his/her subordinates the intent and spirit of orders and directives.

4.09/002.08 DELEGATION OF AUTHORITY

1. Supervisors shall make suitable and clearly defined delegations of authority so that maximum efficiency may be achieved.

4.09/002.09 ASSIGNMENT: SUPERVISORS' RESPONSIBILITY

1. Supervisors shall strive to accurately match the capabilities of subordinates with the requirements of assignments to be executed.

4.09/002.10 SUPERVISORS: ORDERS AND INSTRUCTIONS

1. Each supervisor shall use tact in giving orders and in correcting mistakes in order to inspire confidence and industriousness. He/She shall carefully test understanding of instructions to ensure that subordinates know in detail what they are to do and how to do it, and, if desirable, the reasons therefore.

4.09/002.11 RESPONSIBILITY FOR SUBORDINATES

1. Each supervisor shall be aware of the progress of his/her subordinate and assist them by counsel, advice, direction, and example. He/She shall recommend solutions to problems which arise. He/She shall teach problem solving skills to his/her subordinates.

2. When an investigation is conducted in response to complaints about the actions of a given employee, the supervisor conducting the investigation is a direct representative of the Sheriff and acts for him/her. The supervisor conducting the investigation shall do so in accordance with 8.00/000.00 and the S.O.P. for Internal Investigations.

4.09/002.12 EVALUATION OF SUBORDINATE'S WORK

1. Each supervisor shall be fair and impersonal in evaluating the work of his/her subordinates.

4.09/002.13 DEVELOPMENT OF ACCEPTABLE ATTITUDES

1. Each supervisor shall be responsible to strive for the development and maintenance of proper attitudes by his/her subordinates in their dealings with, and handling of, the public.

4.09/002.14 RELATIONSHIP WITH SUBORDINATES

1. Each supervisor shall strive to maintain a high level of morale and respect through friendly but reserved conduct towards subordinates. Supervisors shall personally set a good example.

4.09/002.15 WELL-BEING OF SUBORDINATES

1. Supervisors shall strive to assist subordinates and improve their well-being. Counseling by the supervisor can help the employee recognize problems and aid them in reaching a solution.

4.09/002.16 CAREER COUNSELING

1. Supervisors should be alert to notice behavior of their subordinates (both deputy and civilian personnel) which reflects dissatisfaction with the job.
2. Where possible, each supervisor shall determine, by means of a confidential discussion with the concerned employee, the reasons for the dissatisfaction. Once the supervisor determines that the employee's problem is job-related and not due to personal problems, the supervisor should attempt to guide the employee as to the best course of action to alleviate the problem. If appropriate, the supervisor should refer the matter, through the chain of command, to the employee's Bureau Chief for assistance in the form of professional guidance.

4.09/002.17 RESPONSIBILITY FOR CONDUCT OF SUBORDINATES

1. Supervisors shall investigate reports of laxity in the performance of duty or violations of Office rules. After determining the facts, the supervisor shall report his/her findings in writing to his/her own immediate supervisor.

4.09/002.18 CONFLICTING ORDERS

1. Employees, who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive, shall respectfully inform the supervisor

or superior officer issuing the order of the conflict. If the superior officer or supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer or supervisor. Employees shall obey the conflicting order, and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

4.09/002.19 ILLEGAL ORDERS

1. Employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing supervisor to clarify the order or to confer with higher authority.

4.09/002.20 SUPERVISOR'S RESPONSIBILITY: OFFICE POLICY AND PROCEDURES

1. Supervisors shall see that employees in their Unit keep their Office Manuals up to date including all revisions, general orders, standard operating procedures, etc. The contents of the Office Manual shall take precedence over the policies and procedures of individual division or unit manuals.
2. Supervisors shall advise their subordinates of all revisions, general orders, etc., affecting the contents of this Manual.

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